

**SHREWSBURY ELECTRIC  
&  
CABLE OPERATIONS**

**COMMISSION MEETING**

**June 27, 2005  
7:00 PM**

**MINUTES**

**PRESENT: C. JEFFERSON, Jr., Chairman  
S. DAVIS  
P. LYONS-GALLO  
R. LUTZ  
A. TRIPPI**

**ABSENT: NONE**

**OTHERS**

**PRESENT: T. JOSIE  
R. IACCARINO (Part-time)  
M. QUITADAMO “  
G. SHEERING, EHV Power “**

**1. Approve Bill Schedules**

The bill schedules were reviewed and approved as presented.

**2. Minutes – Light Commission Meeting – May 23, 2005**

***A motion:***

***To approve the minutes of the May 23, 2005 Light Commission meeting was made by R. Lutz and seconded by S. Davis.***

***Without further discussion, the minutes were approved as presented.***

### **3. 69KV Cable – Rolfe Ave. Substation to Logan Substation - Update**

T. Josie reviewed information, previously sent to the Commission, concerning the 69KV underground cable from the Rolfe Ave. Substation to Logan Substation and presented an update. The update includes current procedures from a system's reliability standpoint and subsequent changes to the system to ensure appropriate back up for the substation. National Grid was contacted because of their vast experience in this type of a cable. After taking a number of oil samples, National Grid suggested that SELCO contact an expert, whereby SELCO called in consultant, Gerry Sheering, from EHV Power, located in Canada.

Mr. Sheering presented his findings – there is a leak in the system and there is a considerable amount of oil in manhole #2 (located directly outside of Rolfe Ave. Substation.) He suggested that SELCO confirm the “health” of the other cable, L2, – take an oil sample from both ends of the cable, and verify that the alarm contacts work. He added that cable L2 appears normal.

Two options are available to SELCO,

1. The 69KV cable is obsolete and therefore cannot be replaced “like with like” because it is no longer available. Cable may be obtained based upon the same operating principle (oil/paper) with a different type of pressurization system and reinforce sheath to withstand higher pressures. However this option is not recommended. If the pressurization system fails, the cable could fail also.
2. Polyethylene cable insulation is virtually maintenance free. Retrofitting would be necessary however the polyethylene cable is larger than the older cable. Existing manholes may have to be modified or dig new manholes around the existing ducts and do the cable jointing in those new manholes.

In the existing manhole system, the optimum plan is to pull out the failed cable, clean out the ducts with brushes and pull the new cable in.

The action plan is to complete the back-up circuits, check the second 69KV cable, and proceed with a study to determine the options for cable replacement.

### **4. Financial Statements – April 2005**

#### **a. Electric**

M. Quitadamo presented the Electric April 2005 Financial Statements for the Light Commission's review.

After the brief review and discussion, the Electric April 2005 Financial Statements were accepted as presented.

**b. CATV**

M. Quitadamo presented the CATV April 2005 Financial Statements for the Light Commission's approval.

After a brief review and discussion, the CATV April 2005 Financial Statements were accepted as presented.

**5. Cash Statements – May 2005**

**a. Electric**

M. Quitadamo presented the Electric May 2005 Cash Statements for the Light Commission's approval.

After the brief review and discussion, the Electric May 2005 Cash Statements were accepted as presented.

**b. CATV**

M. Quitadamo presented the CATV May 2005 Cash Statements for the Light Commission's approval.

After a brief discussion, the CATV May 2005 Cash Statements were accepted as presented.

**6. CORI Check - Employees**

As a result of an inquiry from Bill Nay, SMC, T. Josie talked with the Town Manager as to what the Town of Shrewsbury is doing about the issue of "Criminal Offender Record Information" (CORI) checks for various personnel. Parks & Recreation personnel along with school janitors are required to have CORI checks.

T. Josie presented a list of SELCO employees eligible for a CORI check,

1. All SELCO CATV technical employees (because of Headend access.) (Union)
2. All Help Desk employees (located at the Headend.) (Non-Union)
3. Headend engineers (located at the Headend.) (Non-Union)

4. SELCO electric employees who are on CATV on-call roster (and may go to the Headend.) (Union)
5. All SMC employees. (Non-Union)

7. **Miscellaneous**

**Operating Brief** - The Light Commission reviewed and accepted the Operating Brief as presented.

**Shrewsbury Media Connection (SMC)**

*A motion:*

*To thank Bill Nay along with all of the personnel at SMC for doing a fine job of being awarded "The Best Cable Access Company with a Budget of Less than \$200,000 Per Annum" made by R. Lutz and seconded by A. Trippi.*

*Without further discussion, the motion was voted unanimously.*

Upon a suggestion from T. Josie, the Light Commission will send SMC a thank you letter.

8. **2005 Salary Program**

T. Josie presented and reviewed his recommendations for the 2005 Salary Program. He concluded that the department continues to do well and thus established the base of a 3.5% increase, with various other percentage increases for those employees who are lower in grade and have appropriate performance.

After further discussion,

*A motion:*

*To approve the General Manager's recommendations for salary increases as of July 1, 2005 in the salary account, in the amount of \$66,030.00 made by R. Lutz and seconded by S. Davis.*

*Without further discussion, the motion was voted unanimously.*

***A motion:***

***To increase the General Manager's salary to \$135,000 per annum effective July 1, 2005 was made by R. Lutz and seconded by C. Jefferson, Jr.***

***Without further discussion, the motion was voted unanimously.***

The next Light Commission meeting will be scheduled as needed.

***A motion:***

***To adjourn the Light Commission meeting was made by C. Jefferson, Jr. and seconded by R. Lutz.***

***Without further discussion, the motion was voted unanimously.***

Respectfully submitted,

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Anthony M. Trippi, Clerk  
Shrewsbury's Light Commission